

**STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LA.**

***Hr Handbook Update No.    2005 – 0003***

***To:*                    HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

***Subject:*            PPR Notes**

***Issue Date:*        March 17, 2005**

The online HR Handbook has been updated to reflect the fact that agencies are required to use the full 5-level PPR system described in Chapter 10 of the Civil Service Rules.

We have received numerous comments from supervisors and employees that their agency management prohibits them from using any rating above a “Meets Requirements” (or a numerical “3” in the PPR system) when rating an employee on any factor.

It is our conclusion that an internal policy of this sort is a violation of Chapter 10 because it has the effect of changing the 5-level system to a 3-level system of evaluation. Since an agency cannot use an alternate system without prior approval from this Department, then any policy which restricts supervisors from using the full range of evaluation options is a violation of the rules.

Therefore, in the HR Handbook under “Performance Planning and Review FAQ’s and Tips” Section II, “PPR Notes” we have added the following information under the heading of “Agencies Are Required to Use the 5-level System.”

The information that has been placed in the handbook reads as follows:

Agencies are required to use Chapter 10 of the Civil Service Rules for planning and evaluating employee performance. The Chapter 10 rules on PPR clearly provide for a 5-level rating system. An agency may request approval to use an alternate system; however, any alternative must be approved by this Department prior to use.

We very often hear from supervisors that their agency management prohibits the use of any rating above a “Meets Requirements.” This type of internal policy has the effect of changing the 5-level PPR system to a 3-level system. We believe that any agency that has changed the PPR system in this way is in violation of the rules because, in effect, the agency is using an alternate system without proper approval.

Agencies must use the full range of ratings described in Chapter 10 of the rules. Our standard recommendation is that supervisors provide written

comments to support any factor rating given, and the rules require documentation for any rating below “Meets Requirements.” Generally speaking, the higher or lower the rating, the stronger the documentation should be in support of the rating. An agency, if it wishes, may legitimately require some sort of review process for factors rated above or below “Meets Requirements” to ensure that consistent standards of documentation are met within the agency for ratings above or below the “Meets Requirements” level.

If you have any questions regarding this information, please contact the Program Assistance Division, telephone (225) 342-8274.

Sincerely,

s/Anne S. Soileau  
Acting Director